

Eligibility Questions

		Agency Name _____ Date _____ Reviewer _____
1. Are all transit services provided by your system open to the general public?		See next question.
2. If not, describe any services not open to the public and why they are not.		Services must be open to the general public. Certain “incidental” uses of vehicles are allowed as long as they are limited to no more than 20% of vehicle use and do not interfere with public service. (See question _____.)
3. Are all vehicles providing transit services as part of your public transit program owned by your system?		See later questions.
4. If not, who else owns vehicles used for these services?		See later questions.
5. Are all vehicles providing service as part of your public transit program marked with your system name on both sides?		See later questions.
6. Are all vehicles owned by your transit system marked with your system name on both sides?		Required for official transit plates. (min 12”x12”, and system name at least 3” tall)
7. Describe your vehicle markings. (signage)		[Compare to Iowa DOT Office of Public Transit Vehicle Signage Policy, effective 6/1/2002.]
8. Do any vehicle markings indicate specific client orientation?		Not allowed.

9. Are all vehicles owned by others, but providing service as part of your public transit program, marked with your system name on both sides?		Required for official transit plates. (min 12"x12", and system name at least 3" tall) For VEHICLES not owned by the transit agency, the display of the transit system is not required by the Code, but is a condition for receipt of official plates and for service statistics to be counted toward transit funding formulas.
10. Describe how vehicles owned by others, but providing service as part of your public transit program, are marked. (signed)		[Compare to Iowa DOT Office of Public Transit Vehicle Signage Policy, effective 6/1/2002.]
11. Do markings on any of these vehicles owned by others indicate a specific client orientation?		Not allowed, if counted as part of transit stats.
12. If any vehicles have markings indicating specific client orientation, what efforts are made to inform the public that they are open to the general public?		Prior policy did not restrict markings so long as public was informed that service was open to them. For VEHICLES not owned by the transit agency, the display of the transit system is not required by the Code, but is a condition for receipt of official plates and for service statistics to be counted toward transit funding formulas
13. Does each vehicle display a phone number that can be used to request or inquire about transit services?		[Compare to Iowa DOT Office of Public Transit Vehicle Signage Policy, effective 6/1/2002.]
14. Is your public transit program listed under "bus lines" in the yellow pages of all major phone directories covering your service area?		Required under STA agreement.
15. What phone numbers are given out for your public transit services-including subcontracted services? (Include numbers for all services, if they differ.)		See next question.
16. Is each phone answered in such a way that it is clear that it is intended for transit calls? (Answer for each number above.)		Required.
17. Does the phone greeting make it clear that transit services are available to the general public? (at least no implication that they might be restricted to certain client groups)		Required.

18. Do all system brochures/schedules/flyers state that services are open to the public? [Collect samples.]		Required.
19. Have all (any) news articles described services as open to the public? (View scrapbook, if available.)		Required that this point be made to reporter, but understood that system does not control final article.
20. Are there other publications, possibly from an “umbrella agency” (or a subcontractor), which might describe transportation services performed as if they are only for client groups, without noting that they are open to the general public?		This is a concern, since umbrella is probably the actual recipient and should be maintaining image of public transit.
21. Describe any “incidental” services that your system or its subcontractors provide? (Include anything not advertised and operated open to the public.)		See following questions.
22. Are these incidental services provided with federally funded vehicles? If so how much incidental use is being made of these vehicles?		Total “incidental” use cannot exceed 20% of use of federally-funded vehicle. Federal funds cannot be used to purchase vehicle for incidental use.
23. Are the incidental services reported as such on year-end statistical reports?		Any services not advertised and open (other than required ADA paratransit for urbans) to the public must be reported as incidental.
24. When are these “incidental” services performed?		“Incidental” services must not interfere with public transit services. “OK” if incidental service is only during “off” hours. If during “normal” operating hours, check for conflict.
25. Does your system, including subproviders, operate any charter service as defined in the regulation? (If yes, which subproviders?) [Include “special trips” etc. for any group which does not have any ongoing service contract with your system.]		Compare with fuel tax reports.
26. If any charters provided, provide log of charter trips provided.		Compare with fuel tax reports. Miles should reconcile to charter gallons on fuel tax report.
27. Did your system report all charter services provided under the exceptions by itself and subcontractors? Were the quarterly reports submitted on time? Did they note under which exception the charter service was provided?		Must report to Iowa DOT on a quarterly basis, within 30 days from end of quarter.

28. If your system is doing charter service, how does your system ensure that its employees or subcontractors have the necessary competency to effectively use the FTA charter registration website?		Must ensure that those sending notices of charters and using website are knowledgeable in information to include.
29. How does the system ensure that subcontractors are complying with the charter regulations?		System must monitor subcontractors for compliance.
30. Does the transit system or its subcontractors operate exclusive school bus service? If yes, does the service qualify for one of the statutory exemptions? Has the system received approval from the FTA Administrator? Does the service operate only with non-FTA funded equipment and facilities? How does the system ensure that subcontractors comply with school bus regulations?		FTA funded equipment and facilities cannot be used for <i>exclusive</i> school bus service under any circumstances.
31. Does the system provide school “tripper” service? If yes, is the service open and promoted to the general public?		Systems are permitted to provide school tripper service to accommodate the needs of school students and personnel. Buses used in “tripper” service must be marked as open to the public, not carry designations such as school bus or school special, and stop only at regular route stops.
32. Do you have written policies which describe your service, tell people how to use it, address complaint procedures, service limitations, how “no shows” and service denials are handled, etc?		Not required, but strongly recommended